



PROMOTION and REASSIGNMENT OPPORTUNITIES

VARO & OPC, Manila, Philippines

ANNOUNCEMENT NO.: [2010-07](#)

POSITION : IT Specialist (Applications Software)
LS-2210-7/9/11, Target 11
[1 Full-time permanent position](#)
[This position is budgeted for Local Compensation Plan](#)

LOCATION : Office of Information & Technology (VHA)
Regional Office & Outpatient Clinic, Manila

SALARY : P382,034 per annum (starting)

OPENING DATE : March 29, 2010

CLOSING DATE : April 16, 2010

AREA OF CONSIDERATION : All Interested Candidates (Philippine Residents)

I. DUTIES:

The incumbent serves as an Information Technology Specialist for the Department of Veterans Affairs, Office of Information and Technology (OI&T), Field Operations at the Manila Outpatient Clinic (OPC). The incumbent provides system and database management, system analysis and design and helpdesk functions of the Manila OPC Vista System. Develops, tests and implement applications/computer packages; participate in contingency planning and disaster recovery planning. Installs operating system and application patches and updates.

II. QUALIFICATION REQUIREMENTS:

Candidates must meet basic qualifications and eligibility requirements by the closing date of the vacancy announcement. Applicants must meet the time-in-grade requirement of the position by the closing date of this announcement, which is 52 weeks at the next lower grade (LS-9).

III. EVALUATION OF KNOWLEDGE, SKILLS, AND ABILITIES (KSA):

The applicant will be evaluated to determine how he/she meets the minimum qualifications required; and on the extent of which the applicant possesses the knowledge, skills, and abilities associated with this position. Candidates should submit a narrative statement with specific responses to the following KSAs:

1. Knowledge of computer hardware set-up, maintenance, and troubleshooting, knowledge of network operations, management and maintenance methods, concepts and protocols;
2. Knowledge of Windows 2000 Server, Exchange Server, SMS, SQL, Windows XP, VMS, MUMPS, Cache systems, Visual Basic, and IIS;

3. Skill in implementing, deployment, documenting and recording of software and hardware changes, system status, system maintenance, hardware malfunctions and user problems.;
4. Knowledge of agency policies, management practices, and automatic data processing procedures required to ensure that plans and programs are consistent with such policies.

IV. HOW TO APPLY:

Applicants must submit the following documents:

1. An Optional Form (OF) 612, Standard Form (SF) 171, Application for Federal Employment, or a resume. If a resume is used it must contain all information required in the OF-612/SF-171. Any other documentation (copies of diploma, transcript of records, licenses, copy of awards) that addresses the qualification requirements of the position as listed above.
2. Narrative responses, which provide examples of each of the Knowledge, Skills and/or Abilities, described above. These may be submitted on VA Form 5-4676a, Employee Supplemental Qualifications Statement, or on bond paper, ensuring the announcement number and your name are listed at the top of each page.
3. (VA employees only) VA Form 5-4078, Application for Promotion or Reassignment, indicating the position series and lowest grade level for which you wish to be considered;
4. (VA employees only - Optional) VA Form 5-4667b, Supervisory Appraisal of Employee for Promotion **or** a copy of last performance evaluation.
5. Applications should be addressed to USDVA, HRM Office. For more information pertaining to this announcement, please call ext. 2534/2667.
6. Applications must be received and stamped in by the Human Resource Office no later than 4:30 p.m on the closing date of this announcement.
7. Closing date for this announcement is COB **April 16, 2010**.

Application forms are available at <http://www.opm.gov/forms/> and at <http://www.va.gov/vaforms/>.

SELECTION PROCESS

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. U.S. citizen applicants must attach a copy of their Alien Certificate of Registration, Immigrant Certificate of Residence or a Certificate of recognition as a dual citizen to be considered eligible for the position.

EQUAL EMPLOYMENT OPPORTUNITY

The Department of Veterans Affairs is an equal opportunity employer. Actions to fill this position will not be based on discriminatory factors that are prohibited by law. Selection will be made without regard to race, color, religion, sex, national origin, political affiliation, marital status, physical handicap, age, membership or non-membership in an employing organization, personal favoritism or other non-merit factors.

/s/

R. A. JOHNSON
Assistant Director